



# CONSTRUCTION INDUSTRIES BOARD

2401 NW 23<sup>rd</sup>, Suite 2F  
OKLAHOMA CITY, OK 73107  
PH: (405) 521-6550 or Toll Free (877) 484-4424  
Website: [www.ok.gov/cib](http://www.ok.gov/cib)

## MECHANICAL APPLICATION INFORMATION

*All applicants must be eighteen (18) years of age or older*

### **FEES – MUST ACCOMPANY APPLICATION:**

Make remittance payable to the **CONSTRUCTION INDUSTRIES BOARD (CIB)**

Mechanical Contractor	<b><u>\$330.00</u></b>	(License Fee \$300.00 + Application Fee \$30.00 = total <b>\$330.00</b> )
Mechanical Journeyman	<b><u>\$75.00</u></b>	(License Fee \$50.00 + Application Fee \$25.00 = total <b>\$75.00</b> )
Limited Residential Journeyman	<b><u>\$75.00</u></b>	(License Fee \$50.00 + Application Fee \$25.00 = total <b>\$75.00</b> )

### **LICENSE TESTING CATEGORIES:**

#### **HVAC/R LIMITED**

With an HVAC/R limited license the licensee is authorized to install, alter, modify, service, maintain, or repair a ventilation (duct) system and/or:

- (A) any cooling product, system, or equipment including the process piping, that has a cooling capacity of no more than twenty-five (25) tons; and/or
- (B) all heating equipment including the process piping that have a heat input of no more than 500,000 Btu/h per appliance; and/or
- (C) natural gas piping, refrigeration, and sheet metal

#### **HVAC/R UNLIMITED**

With an HVAC/R limited license the licensee is authorized to install, alter, modify, service, maintain, or repair:

- (A) any cooling product, system, or equipment, including the process piping, and/or
- (B) heating equipment, including the process piping, and/or
- (C) natural gas piping, process piping, refrigeration, and sheet metal

#### **LIMITED RESIDENTIAL JOURNEYMAN**

A limited residential journeyman license authorizes the licensee to install complete new systems for detached one or two family dwellings and multiple single family dwellings (townhouses) not more than three stories in height with a separate means of egress. Installations shall include 5-ton or less cooling systems and 150,000 Btu/h or less heating systems and related accessories such as humidifiers, filtering systems, kitchen vent hoods, exhaust fans and clothes dryer vent exhausts for such dwellings. Such installations shall not include any fuel gas piping, welding, soldering, brazing or final connection of refrigerant lines or final connection of any electrical wiring permitted to be installed in accordance with Oklahoma statutes.

**SEE OAC 158:50-5-2 FOR ADDITIONAL LICENSE CATEGORIES.**

### **EXPERIENCE REQUIREMENTS:**

**Verifiable experience** is defined in **OAC 158:50-1-2** as "mechanical experience obtained while employed by a licensed Mechanical contractor, or by other means approved by the Committee of Mechanical Examiners including equivalent experience earned while serving in the U.S. Military, for which one year of verifiable experience equals two thousand (2,000) hours."

**The Oklahoma Construction Industries Board will not consider experience obtained in or outside of Oklahoma as verifiable experience for periods in which an apprentice is unregistered**, except for experience lawfully obtained according to any applicable federal or state laws, and must be comprised of mechanical work as defined under the Mechanical Licensing Act and in OAC 158:50.

### **Journeyman Experience Requirement:**

- An applicant for journeyman licensure must have three (3) years of verifiable experience in the mechanical trade in the category for which the applicant is applying which can include equivalent, verifiable experience in the mechanical trade while serving in the U.S. military, etc. See OAC 158:50-9-1 for further description of experience requirements.
  - OAC 158:50-9-1 allows substitution of some education for the experience required. Education programs substituted for experience must be approved by the Mechanical Examiners Committee. Completion of an approved program can be substituted for experience as follows:
    - Completion of approved educational program consisting of one thousand (1,000) hours or more can substitute for two (2) years of experience.
    - Completion of approved educational program consisting of five hundred (500) hours or more can substitute for two (1) year of experience.
    - Completion of approved educational program consisting of a minimum of three hundred and seventy five (375) hours or more can substitute for three-fourths (3/4) of a year of experience.
    - Completion of approved educational program consisting of a minimum of three hundred and thirty four (334) or more hours can substitute for two-thirds (2/3) of a year of experience.
    - Completion of approved educational program consisting of a minimum of two hundred and fifty (250) or more can substitute for one-half (1/2) year of experience.

### **Contractor Experience Requirement:**

- Applicants for a contractor license must meet the same requirements as a journeyman with an additional one (1) year of experience in the mechanical trade.

**SEE OAC 158:50-9-1 FOR ADDITIONAL INFORMATION ON QUALIFICATION FOR MECHANICAL LICENSURE.**

### **CONTRACTOR INFORMATION:**

The contractor examination is one examination with two parts – technical trade part and business and law part. In order to obtain a contractor license, the applicant must pass both parts of the contractor exam within three years of the date the applicant is approved to take the exam. After successfully passing both parts of the exam, an inactive license will be issued until the CIB receives proof of the bond and insurance listed below:

1. An Active Mechanical Contractor is required to carry a five thousand dollar (\$5,000.00) Corporate Surety Bond payable to the Oklahoma Construction Industries Board. ***The bond must be in the individual license holder's name.*** The bond must be continuous and provide for thirty- (30) days cancellation notice.
2. An Active Mechanical Contractor must provide a certificate of insurance evidencing a minimum of \$50,000.00 commercial general liability insurance. ***The individual license holder's name must be on the certificate of insurance.*** The certificate holder is the Construction Industries Board.

### **EXAMINATION INFORMATION and MATERIAL FOR STUDY:**

Once the Construction Industries Board receives your application and remittance, the application will be reviewed for approval. Once approved you will receive a letter stating your application has been approved and your information will be forwarded to our national testing provider, PSI, for testing. **You are responsible for contacting PSI to schedule an appointment to take the exam** by calling 800-733-9267 or via the internet at [www.psiexams.com](http://www.psiexams.com). Contact PSI for a suggested list of study materials, testing sites, testing fees and testing dates or download the Candidate Information Bulletin from their website.

Any applicant initially failing to pass the examination shall not be permitted to take another examination for a period of thirty (30) days. Any applicant subsequently failing to pass the examination shall not be permitted to take another examination for a period of ninety (90) days.

Oklahoma Construction Industries Board  
2401 N.W. 23<sup>rd</sup> Street, Suite 2F  
Oklahoma City, OK 73107  
Telephone: (405) 521-6550

Do Not Mark in This Section File # \_\_\_\_\_  
CONTRACTOR-JOURNEYMAN  
HVAC/R HVACU/R REF SM NG PP LIM RES  
Approved By \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**APPLICATION FOR MECHANICAL EXAMINATION**  
**License Fees Must Accompany Application**

*Type or print in ink*

1. NAME \_\_\_\_\_  
First Middle Last

2. Mailing Address \_\_\_\_\_  
City State Zip

Physical Address \_\_\_\_\_  
City State Zip

Email: \_\_\_\_\_ SSN Required: \_\_\_\_\_

3. TELEPHONE: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ BIRTHDATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Residence Business Cell Phone

4. EDUCATION (Attach copy of a transcript from colleges, universities, or trade schools approved by the Mechanical Committee)  
Transcript Provided Yes  No

5. Do you hold a mechanical license in any other state?  Yes  No Which state(s) \_\_\_\_\_  
(attach copy of current license)

6. I AM APPLYING FOR: (choose one only)  
 Limited Residential Journeyman **Send \$75 with Application**  
*If you check limited residential journeyman (skip to #9) it cannot be taken in conjunction with any other category.*  
 Journeyman **Send \$75 with Application**  
 Contractor **Send \$330 with Application**

7. CATEGORY: (choose one only)  
 HVAC/R Limited (25 Tons & 500,000 Btu/h or less) includes refrigeration, sheet metal, natural gas and related process piping.  
 HVAC/R Unlimited (no size restrictions) includes refrigeration, sheet metal, natural gas and related process piping.  
**Experience must be certified above 25 tons and 500,000 Btu/h to qualify for HVAC/R Unlimited.**

8. CATEGORY (IES): (Stand-alone categories listed below can be taken individually by separate exams)  
 Refrigeration  Sheet Metal  Natural Gas  Process Piping

9.  I agree to read the Mechanical Licensing Act & Industry Regulations and will comply with them.  
I certify under penalty of perjury under the laws of the State of Oklahoma that the foregoing is true and correct.

10. Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Sign before Notary*

*This section to be filled out by Notary only*

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to or affirmed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
[Applicant's Name – Please Print]

My Commission Expires: \_\_\_\_\_  
[Signature of Notary]

My Commission Number: \_\_\_\_\_ (Notary Seal)

# CERTIFIER MUST COMPLETE ALL INFORMATION

List mechanical experience on the following affidavit. Certifier must be someone having personal knowledge of applicant's mechanical experience, and affidavit must be notarized. Attach additional affidavits as necessary. Any additional information may be attached to the Application.

Applicant's Name: \_\_\_\_\_

Certifier: \_\_\_\_\_ License #: \_\_\_\_\_  Journeyman  Contractor  Not Licensed

Company Name (if applicable) \_\_\_\_\_ Certifier's Telephone No. ( ) \_\_\_\_\_

Street Address \_\_\_\_\_  
City State Zip

Type of work performed: \_\_\_\_\_  
(If other than service, repair or install, be specific)

Employment Dates- Start date: \_\_\_\_\_ End Date (or still employed): \_\_\_\_\_ for a total of \_\_\_\_\_ hours.

## Mark category that you are certifying:

**Limited Residential Journeyman** *(Do not mark any other categories)*

*Limited Residential Journeyman cannot be taken in conjunction with any other categories.*

A limited residential journeyman license entitles the licensee to install complete new systems for detached one or two family dwellings and multiple single family dwellings (townhouses) not more than three stories in height with a separate means of egress. Installations shall include 5-ton or less cooling systems and 150,000 Btu/h or less heating systems and related accessories such as humidifiers, filtering systems, kitchen vent hoods, exhaust fans and clothes dryer vent exhausts for such dwellings. Such installations **shall not** include any fuel gas piping, welding, soldering, brazing or final connection of refrigerant lines or final connection of any electrical wiring permitted to be installed in accordance with Oklahoma statutes.

**HVAC/R Limited (25 Tons & 500,000 Btu/h or less) includes refrigeration, sheet metal, natural gas and related process piping.**

**HVAC/R Unlimited (no size restrictions) includes refrigeration, sheet metal, natural gas and related process piping.**

Size of A/C equipment worked on \_\_\_\_\_ Tons to \_\_\_\_\_ Tons. Size of heating equipment worked on \_\_\_\_\_ Btu/h to \_\_\_\_\_ Btu/h.

*(Must certify experience above 25 tons and 500,000 Btu/h to qualify for HVAC/R Unlimited)*

**Refrigeration, sheet metal, natural gas and related process piping are included in the HVAC/R limited and unlimited exams.**

*Stand-alone categories listed below can be taken individually by separate exams.*

**Refrigeration**  **Sheet Metal**  **Natural Gas**  **Process Piping**

I certify under penalty of perjury under the laws of the State of Oklahoma that the foregoing is true and correct.

\_\_\_\_\_  
Signature of Person Certifying Experience

\_\_\_\_\_  
Print Name

(\_\_\_\_\_)\_\_\_\_\_  
Area Code/Telephone Number

*Sign before Notary*

*This section to be filled out by Notary only*

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to or affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
[Certifier's Name – Please Print]

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
[Signature of Notary]

My Commission Number: \_\_\_\_\_

(Notary Seal)

**Instructions for Required Affidavit:**

All natural persons fourteen (14) years of age or older and present in the United States, applying for a license with the Oklahoma Construction Industries Board are required, by the provisions of 56 O.S. § 71, to provide the Board with verification of lawful presence in the United States by executing the Affidavit shown below before a notary public or other officer authorized to notarize affidavits under State law. The Board’s licensing office is staffed with notaries who are available to provide notary service at no cost to Applicants.

**AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES**

**Affidavit of**

\_\_\_\_\_ )  
STATE OF OKLAHOMA )  
[Applicant's Full Name] ) ss:  
COUNTY OF \_\_\_\_\_ )

I \_\_\_\_\_, of lawful age, being first duly sworn, upon oath state, under penalty  
[Applicant's Full Name]

of perjury, as follows:

Please check the appropriate box:

Option 1:  I am a United States Citizen.

Option 2:  I am a qualified alien under the federal Immigration and Naturalization Act, and I am lawfully present in the United States. *For this Option, a copy of a valid immigration document which reflects the applicant's "A" number or "I-94" number must accompany this Affidavit.*

\_\_\_\_\_  
[Signature of Applicant]

Subscribed and sworn to or affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_  
[Applicant's Name – Please Print]

\_\_\_\_\_  
[Signature of Notary]

My Commission Expires: \_\_\_\_\_

My Commission Number: \_\_\_\_\_

(Notary Seal)



# OKLAHOMA CONSTRUCTION INDUSTRIES BOARD

## Schools approved by the Mechanical Committee

Completion of an approved education program consisting of 1000 hours or more equals 2 years.  
Completion of an approved education program consisting of 500 hours or more equals 1 year, and fewer hours substitutes as described in OAC 158:50:9-1.

The following is a list of schools that are, or have, provided mechanical programs approved by the Committee to substitute as experience per OAC 158:50-9-1. This list is not intended to be an endorsement or recommendation of any school or program but is for informational purposes only. This list can be revised at any time and may not be exhaustive of all approvals. Before taking action to enroll in any school or program, you should contact the specific school and verify the approved mechanical programs and then confirm the program approval and substitution rate with the CIB Mechanical Division.

Americare One Source .....	Oklahoma City, OK
Arlington Career Institute.....	Grand Prairie, TX
ATI Career Tech .....	Oklahoma City, OK
Austin Community College .....	Austin, TX
Autry Technology Center.....	Enid, OK
Broken Bow HS .....	Broken Bow, OK
Caddo-Kiowa Technology Center.....	Ft. Cobb, OK
Canadian Valley Technology Centers .....	Chickasha and El Reno, OK
Central Tech Center .....	Sapulpa, OK
Central Texas College .....	Killeen, Texas
Chickasaw Institute .....	Ada, OK
C-Tec .....	Newark, Ohio
Eastern Okla. County Technology Center.....	Choctaw, OK
Emily Griffith Technical School.....	Denver, CO
Fortis College.....	Largo, Florida
Francis Tuttle Technology.....	Oklahoma City, OK
Gordon Cooper Technology Center .....	Shawnee, OK
Great Plains Technology Center .....	Lawton, OK
Grayson College.....	Denison, Texas
Green County Technology Center.....	Oklmulgee, OK
Indian Capital Technology Centers .....	Muskogee, Sallisaw, and Tahlequah, OK
Intellitech College .....	Colorado Springs, Colorado
Jess Dunn Skills Center .....	Taft, OK
Jim E. Hamilton Skills Center .....	Hodgen, OK
Kiamichi Technology Centers.....	McAlester and Poteau, OK
Lexington Skills Center.....	Lexington and Alva, OK
Lincoln Tech .....	Grand Prairie, TX
Live Oaks Career Development Campus.....	Milford, Ohio
Meridian Technology Center .....	Stillwater, OK
Metro Technology Center .....	Oklahoma City, OK
Mid-American Technology Center.....	Wayne, OK
Mid-Del Technology Center .....	Midwest City, OK
Moore-Norman Technology Center .....	Norman, OK
Navy & Air Force Training Course .....	Sheppard AFB, TX
Northeast Technology Center.....	Pryor, OK
Oklahoma Community College .....	Oklahoma City, OK
OSUIT Air Conditioning & Refrigeration Technologies.....	Oklmulgee, OK
Oklahoma Technical College.....	Tulsa, OK
Paris Junior College .....	Paris, Texas
Platt College .....	Moore, OK
Pontotoc Technology Center .....	Ada, OK

**SCHOOLS CONTINUED ON NEXT PAGE.....**

Ranken Technical College.....	St. Louis, MO
Red River Technology Center .....	Duncan, OK
Retail Ready Career Center .....	Garland, Texas
Seward County Community College .....	Liberal, Kansas
Southern Okla. Technology Center .....	Ardmore, OK
Tennessee College of Applied Technology.....	Dickson, TN
Tri-County Technology Center .....	Bartlesville, OK
Tulsa Technology Center .....	Tulsa, OK
Tulsa Welding School .....	Tulsa, OK
Vatterott College .....	Oklahoma City and Tulsa, OK
Wes Watkins Technology Center .....	Wetumka, OK
Western Technology Center.....	Burns Flat, OK
Wichita Technical Institute .....	Tulsa, OK